

Degree Requirement Substitutions & Waivers Form

A course **waiver** is used when it is determined that a student does not have to take a particular required course. A course **substitution** is used when it is determined that a particular required course could be replaced by another appropriate course. A course **allowance** should be used when a requirement is broader than a 1:1 substitution

Note: Changes to institutional requirements must be submitted via Petition.

Student Name: _____ ID: _____ Graduation Term: _____

Major/Minor: _____ Degree/Cert: _____ Catalog Year: _____

____ **Waive** (course subject, number, title, and number of credits OR list requirement) _____

____ **Substitute** (course subject, number, title, and number of credits) *Ex: Substitute ACCPT 231 for AC 231*

Substituted Course:

Required Course:

____ **Allow** (course subject, number, title, and number of credits AND list requirement) *Ex: Allow CORE-ID for Ethics & Values; Allow PSYC 205 for Program Electives*

Allowed Course:

Degree Requirement:

Other: Division/program requirements have been adjusted (e.g., minimum course grade, minimum program GPA; please describe completely):

THIS SUBSTITUTION IS VALID ONLY FOR THE MAJOR/MINOR LISTED ABOVE

Advisor Name: _____ Signature: _____ Date: _____

Division Chair: _____ Signature: _____ Date: _____

Please allow 10 business days for processing. You will be notified once this has been completed.